
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 806: Loss or Damage to Employee Property

A. General Restrictions

1. Under normal circumstances, the City will not accept responsibility for loss of or damage to an employee's personal property whether it is lost or damaged while on or off duty. The City will not in any instance assume responsibility for expensive watches, jewelry, or other costly items which should be insured by the owner.
2. Damage to, or loss of, articles or possessions which are brought to work by an employee for their own personal satisfaction will not be reimbursed under any circumstance. Furthermore, no reimbursement shall be made for any loss or damage resulting from an employee's misconduct.

B. Provisions for Reimbursement

1. Reimbursement may be made for loss of or damage to an employee's personal property which:
 - a. Occurs as a direct result of the employee actually performing his/her duties; and/or
 - b. Is incurred by the actions of a citizen.
2. Requests for reimbursement are to be submitted to the Department Director. Such requests must then be forwarded through the Director of Human Resources to the Law Director. The Law Director may settle and/or adjust any such claims in compliance with Chapter 137.01 of the City of Kettering Codified Ordinances.
3. When reimbursement is authorized, it will be limited to the actual cost of repairs or to no more than the original cost of the item within limits set by legislation.

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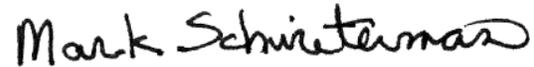
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The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

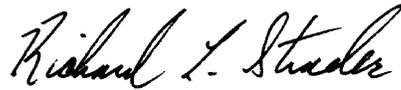


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources